

**WISCONSIN AIR NATIONAL GUARD
ACTIVE GUARD RESERVE (AGR) VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: 23-094 ANG TECHNICIAN ADVERTISEMENT NUMBER: 23-270

OPENING DATE: 27 April 2023 APPLICATIONS WILL BE ACCEPTED UNTIL: 11:59PM ON 12 May 2023

POSITION TITLE: Supervisory Supply Specialist

AFSC REQUIREMENTS: 2S0X1

SKILL LEVEL REQUIRED: 7

MINIMUM RANK: Promotable E7 MAXIMUM RANK: E8

UNIT/LOCATION: 115th Logistics Readiness Squadron, Madison, WI

AREA OF CONSIDERATION: Open to anyone eligible to join the WI ANG AGR program

APPOINTMENT FACTORS

1. Initial tours will be 3 years. Follow-on tour lengths may be from 1 to 6 years per ANGI 36-101.
2. Non AGR Person receiving a federal military retirement or retainer pay are not eligible.
3. Must meet the physical requirements of DAFI 36-2905, prior to being placed on AGR tour.
4. Members who are not suitable for Career AGR may be considered for an Occasional Tour.
5. Military grade will not exceed the maximum authorized grade on the unit manning document.
6. Must meet all AGR requirements of ANGI 36-101 and AFSC requirements of AFECDD/AFOCD.
7. IAW ANGI 36-101, paragraph 5.10, applicants should be able to complete 20 years of active federal service prior to Mandatory Separation Date (MSD). Individuals selected for AGR tours that cannot attain 20 years of active federal Service prior to reaching mandatory separation must complete a Statement of Understanding contained in Attachment 3 of ANGI36-101 and obtain TAG waiver approval prior to starting AGR tour.
8. IAW ANGI 36-101, paragraph 6.6.1., members should remain in the position to which initially assigned for a minimum of 24 months. TAG may waive this requirement when in the best interest of the unit, State, or Air National Guard.
9. Hiring of an E-8/9 or O4+ is contingent on controlled grade availability.
10. IAW ANGI 36-101, paragraph 5.7, an individual must not have been previously separated for cause from active duty or previous Reserve Component AGR tour.

BRIEF DESCRIPTION OF DUTIES:

Manages materiel management activities and systems involved in requirements determination, inventory control, storage and issues of supplies and equipment. Computes requirement, determines allowance, and researches and identifies materiel requirements. Performs operations involved in storage inspection, and identification of property. Performs inventories and ensures timely correction of discrepancies. Inspects and evaluates inventory management activities. Inspects and identifies property. Determines condition of property received. Performs shelf-life inspections of stock. Develops methods and improves procedures for storing property. Plans use of storage facilities. Stores, issues, ships, and transfers property. Controls issue of classified, sensitive, pilferable and controlled items. Coordinates with maintenance activities on repairable component actions. Controls and issues bench stock property. Obtains material required for equipment modification, periodic component exchange and bills of material in support of maintenance. Accounts for all items contained in mobility readiness spares packages. Provides materiel management expertise to combat support, enabler organizations and responsible officers for the proper accounting and control of specified classes of supply. Reviews and validates requirements. When required, initiates follow-up actions on materiel requirements. Coordinates equipment transfer and deployment actions with the accountable officer. Plans and schedules materiel storage and distribution activities. Processes information retrievals using materiel management system databases. Manages materiel management related systems and hardware. Performs operator maintenance on materiel management related systems and hardware. Applies system security policy and procedures to prevent unauthorized changes to information. Distributes materiel management computer products. Acts as a subject matter expert to the commander on the operation of materiel management systems and operations. Monitors Defense Data Network traffic through use of the Materiel Management Interface System. Ensures database integrity and makes necessary corrections. Controls and operates the Remote Processing Station (RPS). Monitors systems processing and corrects

processing errors. Monitors materiel management traffic through use of the Materiel Management Interface System and takes corrective action. Maintains liaison with the Standard Systems Group, MAJCOMs, and the servicing Defense Megacenters, to identify and correct problems. Develops database retrieval scripts for materiel management support analyses. Operates motor vehicles and assorted materiel handling equipment. Provides overall supervisory/management of all Materiel Management flight personnel.

SPECIALTY QUALIFICATIONS:

Knowledge. Knowledge is mandatory of basic mathematics, materiel management policies and procedures, Air Force property accounting, stock and inventory control, accountability and responsibility, principles of property accounting through manual or automated data processing (ADP), storage methods, warehouse control (issue and disposal), materiel handling techniques, methods of preparing and maintaining materiel management records, manual and automated materiel management accounting systems, logistics principles and interactions (materiel management, maintenance, transportation, and procurement), hazardous material and waste procedures, and deployment or contingency operations.

Education. N/A

Training. N/A

Other. Other. The following are mandatory as indicated: For award and retention of these AFSCs, must maintain local network access IAW AFI 17-130, Cybersecurity Program Management and AFMAN 17-1301, Computer Security. Must possess a valid state driver's license to operate government motor vehicles (MGC) in accordance with AFI 24-301, Ground Transportation. Specialty requires routine access to Tier 3 (T3) information, systems or similar classified environments. Completion of current T3 background investigation according to AFMAN 16-1405, Personnel Security Program Management is mandatory.

APPLICATION REQUIREMENTS:

Interested applicants must submit the following documentation to be considered for interview. Any missing items are encouraged to be documented with an explanation in the cover letter included in the application.

APPLICATIONS WILL INCLUDE (All documents must be personally identifiable and must include date if required)

- ☐ Cover letter with Job Announcement Number and Position Title for which you are applying, current Military Status (AGR, Technician, Traditional, Active Duty), along with contact information (i.e. Phone numbers and an e-mail address).
- ☐ **NGB Form 34-1** (Application for AGR Position) dated 20131111 (**must be provided even if already AGR; must be signed and dated**). Manually signed copy accepted. Digital signature may fall off when combining PDF files. Double check prior to sending packet.
- ☐ **Record Review RIP** (**NOT point credit summary, SURF or Career Data Brief**) complete and current. Other Service Components submit appropriate individual personnel information printout. This is used to verify AFSCs, aptitude scores, position status, time in service, time in grade, etc. This can be pulled from vMPF.
- ☐ **Current Fitness Report**. Current (within 12 months) Fitness report from myFitness in pdf format
- ☐ **AF Form 422** Current (within 12 months), Physical Profile Serial Report. Other Service Components submit medical documentation that includes PULHES score. If any PULHES are a "3", a statement indicating that individual is Worldwide Deployable needs to be submitted. Contact your Medical Group to obtain your AF Form 422. A working copy will be accepted to show the process has been started if most current 422 is not within 12 months of the closing date. This is used to verify PULHES and medical readiness.
- ☐ **SF 181-** (Race and Ethnicity Identification). Form is required for packet. However, completion is voluntary. Please see further instructions on the form.
- ☐ All Other Service Component applicants must have their **ASVAB** raw scores converted to Air Force ASVAB scores and include them in a letter from either a Recruiter or MEPS Counselor.

NOTE:

1. Failure to provide all the required documents will result in being disqualified.
2. Applicants must sign NGB Form 34-1; failure to sign the form will result in being disqualified. Please ensure 34-1 reflects Tour Announcement number and current telephone number.
3. If selected for the job, member must have a current passing fitness and an AGR qualified AF Form 422 Signed by the State Air Surgeon prior to being placed on AGR tour.

APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria may apply by emailing all required documents, as one (1) pdf to TSgt Lachance michelle.lachance@us.af.mil and SSgt Donais jennifer.donais@us.af.mil. Portfolio formats are accepted. The file and email subject line should read as: LastName, FirstName_#_JobTitle (i.e. Doe, John_22-001_Personnel)
An email will be sent to confirm receipt of application. Feel free to call Comm (608) 242-3761 or (608) 242-3135 to verify receipt of your application. Applications will not be reviewed before the closing date.

HOW TO COMBINE/MERGE A PDF:

1. Click Tools
2. Click Combine Files
3. Drag and drop your PDFs into the PDF combiner.
4. Rearrange individual pages or entire files in the desired order.
5. Add more files, rotate or delete files, if needed.
6. Click 'Merge PDF!' to combine and download your PDF

HOW TO CREATE A PORTFOLIO:

1. Click Tools
2. Click Create PDF
3. Click Multiple Files
4. Click Create PDF Portfolio and Next
5. Drag and drop your PDFs into the PDF combiner
6. Rearrange individual pages or entire files in the desired order
7. Click 'Create!' to combine and download your PDF